

**Enrolled Memorandum of the Meeting  
Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, January 07, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, January 07, 2019** at 6:36 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Bernie Zemen, Dan Vassar, Steve Wagner, Konnie Kuiper and Mark Herak were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Officials Present:** Kathy DeGuilio-Fox, Redevelopment Director; Lance Ryskamp, Redevelopment Assistant and John M. Bach, Public Works Director were present.

**Additional Officials Present:** Terry Krooswyk, Tree Advisory Board; Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

Guests: Robin Carlascio, Idea Factory; and Theresa Badovich, Idea Factory were also in attendance.

**General Substance of Matters Discussed.**

1. **Discuss the imminent appointments to boards and commissions.** The Town Clerk-Treasurer and the Town Council discussed the updated Appointments memorandum, outlining the posts whose terms are expiring. The discussion included a review of the entire memorandum, clarifying those appointments to be made by the Town Council President and those to be made by the Town Council.

Discussion included a particular review of those positions that did not require action as the appointments continued unless there was action by the appointing authority otherwise. Additionally, the Town Council and the Redevelopment Director discussed delaying consideration of the renewing appointments for the Main Street Board of Directors until all the current members could be polled for interest in remaining as well as some others who have indicated interest over the year.

The Clerk-Treasurer indicated that the holding over provisions exist for all positions. The Clerk-Treasurer advised that the law that limits the holding over provisions, now extends from 60 days to 90 days after the end of a term that the incumbent continues in position. He further noted that if the 90 days tolls without action, if the position is one for which a partisan affiliation is required, the authority to make the appointment is granted to the County chair of the party affiliation of the person whose term is expiring. (See IC 36-1-8-10(d))

2. **Discuss the recommendation for hire in the public works department dispatch clerk.** The Town Council and the Clerk-Treasurer discussed the request and recommendation of the Operations Director for authority to appoint (hire) Leah Podgorny an applicant for the position of Dispatch Clerk in public works. This position was made vacant by the promotion of Kim Webb to the position of Public Works Secretary, assuming the position made vacant by the retirement of Judy Vaughn.

The discussion included whether the position was still needed. The Public Works Director indicated that the position was in fact needed for the operation of the

department. It was noted that the matter could be placed on the agenda for the consideration of the Town Council at its meeting of January 14, 2019.

3. ***Discuss the proposal for renewal from Idea Factory for newsletter and website content services.*** The Town Council, Theresa Badovich and Robin Carlascio discussed the proposal presented by the Idea Factory for content and production services for the Town monthly newsletter as well as website maintenance. It was noted that the overall increase represented a three percent increase over 2018. Further, in order to make the current agreement consistent with their other clients, any clippings, pictures or graphics provided by Idea Factory, would now include a charge to recover the costs in time or from the several subscriber services used by Idea Factory to provide graphics.

The matter was authorized for inclusion on the agenda for the January 14 plenary meeting.

4. ***Status of the Requests for Bids for Solid Waste Collection and Recycling Services.*** The Town Council discussed with the Public Works Director about the status of the bid seeking for the services described. The Public Works Director reported that the Board of Sanitary Commissioners authorized the proper notice and scheduled the receipt of the bids for these services on January 29, 2019.

He further noted that at the request of the Board of Sanitary Commissioners, an alternative bid specification was included that would eliminate alley collections for those places where is currently is offered. It was done in part to explore whether there is a greater cost for having the alleys as the collection sites where applicable rather than the front curbs of residences.

The participants discussed the status of recycling, noting that the current bid specifications call for weekly solid waste collection and bi-weekly recycling collections. It was noted by the Public Works Director that owing to the Chinese market becoming stricter about the level of contamination that is acceptable in its recycled materials, the current practice of unsorted, sometimes unwashed recycled materials will likely need to end. The discussion further included the merits of added resident education about the manner of recycling and expressly identify what materials actually are accepted.

5. ***IT Professional Services Agreement Renewal.*** Mr. Dabrowski presented his request for renewal of his existing agreement without a request for increase for 2019. The matter was authorized for inclusion on the agenda for the January 14 plenary meeting.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, January 07, 2019**, was adjourned at 7:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer